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Click the **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Intervenor's Complaint**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Please select the party (s) that this filing is **against**.

Click **Next**.

Associate the pdf file of the **Intervenor's Complaint**, click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Select the appropriate complaint event(s) to which your event relates:

Place a check mark in the box next to the document. (This is how you link related documents.)

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**

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